

Descriptions of Senate Floor Leadership Positions:

Secretary: The Secretary of the Senate is responsible for the maintenance of general Senate records and journals. They most notably are responsible for calling and tabulating roll during attendance and voting on legislation.

President's Clerk: The President's Clerk assists the chair with keeping track of time, recording names of those wishing to ask questions during time for questions to the author of a bill, and drawing up speaker lists during time for debate.

Floor Leader: The Floor Leader keeps, is responsible for, and decides all legislation under consideration by the Senate.

Parliamentarian: The Parliamentarian is the Senate's go-to authority on correct procedure under Roberts Rules of Order and is expected to be very well-versed in it.

Sergeant-at-Arms: The Sergeant-at-Arms is tasked with maintaining order and security in the Senate chamber, most notably being responsible for the sealing and unsealing of chambers. During electronic meetings, they are charged with regulating the meeting's waiting room and flow of participants.

Legal Counsel: The Legal Counsel serves as the legal counsel for Senate leadership if they are sued in the OIL court system.

Freshman Liaison: The Head Freshman Liaison and their assistants are responsible for welcoming and assisting new Senators as well as helping during the session's "Freshman Bill".

Judiciary Committee: The Judiciary Committee is tasked with recommending to confirm or reject certain executive appointments through conducting hearings with those appointees. Members of this committee must have attended at least one session. 2 of the 5 members of this committee are elected at session.

Standards & Ethics Committee: The Standards & Ethics Committee is responsible for enforcing the Rules of the Senate. The committee's only appointed member, the chair, must have attended at least one session. At session, 2 additional members are elected, with one position also being limited to Senators who have attended at least one session and the other open to anybody.

Neat & Tidy Committee: The Neat & Tidy Committee is exactly what its name suggests. All Senators are unofficial members of this committee but at least one is appointed as an official member.

Sunshine Committee: The Sunshine Committee is responsible for raising money for and obtaining snacks for the Senators.

Legislative committee Chair and Vice-Chair: Legislative committees hear and give a recommendation on each piece of Senate legislation concerning whether it should be considered before the body as a whole. All Senators are assigned a committee where they present any piece of legislation they authored. Each committee is appointed a chair, vice-chair, and secretary. Committee assignments are loosely based on the subject matters of each Senator's legislation. The committees are as follows:

- The Committee on Agriculture and Commerce
- The Committee on General Government and Education
- The Committee on Health, Human Services, and Public Safety
- The Committee on Energy and Transportation
- The Committee on Wildlife and Tourism
- Linguistics, Formatting, and Dilatory Matters Committee*

***Linguistics Committee:** The Linguistics, Formatting, and Dilatory Matters Committee is a special legislative committee consisting of typically 5 or more of the best legislation writers in the Senate. Bills which the Pres Pro and other Senate leadership deem needing to be fixed due to issues with its linguistics or formatting or other issues which may render it dilatory are often assigned to this committee so it may be properly amended.

Appropriations Committee: The Appropriations Committee consists of the Pres Pro and typically 3 other appointed Senators that meet with the House's Appropriations Committee and other leaders on Sunday of each session to draft the appropriations bill for the next session.